# UNITED STATES DEPARTMENT OF AGRICULTURE

**Arkansas Notice FLP-138** 

Farm Service Agency Room 3416, 700 West Capitol Avenue Little Rock, Arkansas 72201

For: All FSA County Offices

# Procedures for Processing Program Loan Cost Expenses (PLCE) for Fiscal Year 2005

Appı	roved by: State Executive Director	
	for A ariefMATTAN	•
1	Overview	
	A Purpose	
		ishes procedures for ordering and paying for all oan cost expenses in the Farm Loan Program Areas
2	Procedures	
	A Ordering and Payment of Noncontractu	al Items
	completed Form AD-838-7. All AD-838-7 address, a contact person and telephone nu signed by the Farm Loan Manager (FLM),	
	operation of this office."	e under program regulations and is necessary for the
		(Date)
	All non-contractual requests will be submicompleting an AD-700 is attached as Exhi Non-contractual services is attached as Exhi	tted prior to the work being started. An example for bit A. An example for completing an AD-838-7 for hibit B.
	Disposal	Distribution
	October 1, 2005	All FSA County Offices
1	November 18, 2004	Page 1

# **2** Procedures (continued)

# A Ordering and Payment of Noncontractual Items

Due to the decrease in the amount of funding for FY 2005, an allocation of Non-contractual funds will not be issued for each Farm Loan Area this fiscal year. Instead, all funds will be held in the State Office and disbursed on an "as needed" basis.

Purchase orders for obligation of funds for non-contractual services, along with Form AD-700, must be sent to the State Office for approval by the Farm Loan Chief (FLC). The FLC will return a copy of the approved purchase order to the FLM. Form RD 838-B, along with an original invoice, can then be prepared <u>and approved</u> by the FLM and mailed to the State Office, Attn: Farm Loan Programs, for processing and transmission to NFC.

Any document not fully completed with the information necessary to process the document will be returned to the FLM for proper completion.

## **B** Ordering and Payment of Contractual Services

All contractual services, except appraisal requests, will be ordered by submitting a completed Form AD-700, along with a completed Form AD-838-7, "Purchase Order" to the State Office, Attn: Farm Loan Programs. All AD-838-7's will include in item #10 the vendors name, address, a contact person and telephone number. The following statement, which will be signed by the FLM, will be typed in item #14:

"I certify that the stated work is appropriate u	inder program regulations and is necessary for
the operation of this office."	, ,
	(Date)

At no time will a contractual purchase order be approved without Form AD-700. Any purchase order received without this form will be returned to the Farm Loan Manager.

Also, at no time will a vendor be advised to start work until the purchase order has been approved by the Contracting Officer. All contractual documents must have the signature of a warranted Contracting Officer. As specified by FAR 1.602-1(b), only the Contracting Officer has the authority to enter into an agreement with a vendor for contractual supplies or services. An example for completing an AD-838-7 for contractual services is attached as Exhibit C.

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# 2 Procedures (continued)

### **B** Ordering and Payment of Contractual Services

Beginning October 1, 2003, vendors that do business with USDA must be registered in the Central Contractor Registration System (CCR) before they can be awarded contracts, blanket agreements, blanket purchase agreements or basic ordering agreements. The preferred method of registration is via the World Wide Web at the CCR Website (http://www.ccr.gov).

All contractual services, other than appraisal requests, will be paid for by submitting a Form RD 838-B, along with the vendor's invoice to the State Office, Attn: Farm Loan Programs. All invoices must contain the following information:

- a. Date received
- b. Invoice Number
- c. Purchase Order Number
- d. Remit to: address

- e. Vendor VID ID Number (if known)
- f. Vendors Tax ID Number
- g. Vendor's signature
- h. Authorized signature accepting work

A blank invoice is attached as Exhibit D. An example for completing Form RD 838-B is also attached as Exhibit E. FLM's should pay particular attention to the Date Invoice Received & Date Services Accepted spaces on the form.

Any document not fully completed with the information necessary to process the document will be returned to the FLM for proper completion.

# C Processing Requests for Appraisals Under a Blanket Purchase Agreement (BPA)

All requests for appraisals will be made by completing Form AD-838-7, "Purchase Order." Requests for appraisals will not be given a purchase order number. The Purchase Order number is assigned when it is submitted with the invoice for payment. An example for completing an AD-838-7 requesting an appraisal is attached as Exhibit F. The following certification will be included on the purchase order and signed by the FLM:

"I certify that the stated work is appropriate under program regulations and is necessary for the operation of this office."

(Date)

An original and one copy of the Task Description and all required attachments will be forwarded along with the Purchase Order. The Task Description lists the documents that **MUST** be attached. Exhibit G is the current Task Description and is to be used for all appraisal requests.

All services will be invoiced in the month following the completion and acceptance of the appraisals. Contractors under the BPA's are required to submit their monthly invoices between the first and the fifth of each month, for the previous month's work.

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## 2 Procedures (continued)

# C Processing Payments for Appraisals Under a Blanket Purchase Agreement (BPA)

A purchase order will be submitted along with the RD 838-B and the vendors invoice for payment. This purchase order will show all appraisals accepted throughout the prior month. FLM's must ensure that the correct Action Code and the correct Budget Object Code are used for each appraisal. Form RD 838-B will be submitted, along with the vendors invoice, to the State Office, Attn: Farm Loan Programs. ALL vendor invoices submitted for payment must contain the following information:

- a. Date Received
- b. Invoice Number
- c. Purchase Order Number
- d. Remit to: address
- e. Vendor VID number (if known)
- f. Vendors Tax ID Number
- g. Vendor's signature
- h. Authorized signature accepting work

Any document not fully completed with the information necessary to process the document will be returned to the FLM for proper completion.

# 3 Inspection and Acceptance

Failure to accept or reject within seven (7) calendar days after receipt of the invoice or completed work may cause the Government to pay penalty interest. Therefore, it is essential to review all invoices and work within seven (7) calendar days.

#### 4 Unauthorized Commitments

## A Policy

5 CFR Part 2635 states, "Employees shall not knowingly make unauthorized commitments or promises of any kind purporting to bind the Government." Therefore, no person, other than a duly designated Contracting Officer acting within the scope of his or her authority, is authorized to enter into or modify SF-33 or AD-838-7.

November 18, 2004

### 4 Unauthorized Commitments (continued)

### **B** Consequences of Unauthorized Commitments

When an unauthorized commitment is made, the employee may be:

- a) held responsible for any payment due to the contractor
- b) subject to disciplinary action.

ALL contractual services must be obligated prior to the services being rendered. Simultaneous submission of the AD-838-7 and the RD 838-B without proper authorization and approvals is considered an unauthorized commitment and will be dealt with in accordance with Section 4, Paragraph B, of this notice. Only the Head of the Contracting Activity Designee has the authority to ratify an unauthorized commitment and authorize payment.

#### 5 Contact

Any questions concerning this notice or its Exhibits will be directed to Kathy Padgett, State Office Farm Loan Program Technician, or Karen Petrus, Contracting Officer.

November 18, 2004 Page 5

TO: (Procurement Office) REQUESTING OFFICE **ENTER SERVICE ENTER SERVICE CENTER ADDRESS** PROCUREMENT REQUEST COUNTY INSTRUCTIONS Agencies must provide entries in unshaded areas. See page 2. 9. SUB. 1A. PROCUREMENT REQUEST NO. 2. RECEIVING 3. CONTRACT NUMBER 4. ORDER 6. UNIT 7. FUND 8. PURCHASE/DELIVERY OFFICE NO. (If Applicable) DATE CODE ORDER NUMBER CODE (Purchase Order Number) 1B. DATE C/O Fed Strip # (blank) (blank) (blank) **T8** (date form completed) CHECK ONE 10, TO: (Seller) 11. SHIP TO: (Consignee and Destination) Purchase (COUNTY OFFICE ADDRESS) Order Delivery Order INSIDE DELIVERY REQUESTED 13. 16. ACC. LINE 15. 18 LINE ACT. BUDGET 19. UNIT PRICE 20. AMOUNT UNIT CODE ITEM DESCRIPTION OBJECT ISSUE QUANTITY Line Justification: *Item* Budget Quantity Unit Issue **Unit Price** Total A, L, or R Object No. (ea, jb, etc) Amount of (Enter purpose of request) Code request. from 1-FLP, Exb. 14 For additional information, please contact: (Employee Signature) (telephone number) TECHNICAL CONTACT **TELEPHONE NO** 21. FOB POINT 22. DISCOUNT TERMS 25 Sub-Total 23. REQUIRED DELIVERY 23A. NEGOTIATED DELIVERY 24. SHIP VIA 26.ESTIMATED FREIGHT 27 (Do not use ASAP) (leave blank) TOTAL **Total Amount** 28 29. ACCOUNTING CLASSIFICATION 31 30 Α В С DISTRIBUTION **AMOUNT** LINE D 5 10 2 5 3 2 4 1 4 2 RECOMMENDED SOURCE(S) (If necessary, use attachment) I certify that the above items are necessary for use in the public service. TITLE (VENDOR'S NAME AND ADDRESS)

LEAVE BLANK - SIGNED ONLY BY THE FARM LOAN CHIEF

SIGNATURE OF AUTHORIZED REPRESENTATIVE

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Exhibit C

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# Arkansas Notice FLP-138 UNITED STATES DEPARTMENT OF AGRICULTURE INVOICE - RECEIPT CERTIFICATION

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# UNITED STATES DEPARTMENT OF AGRICULTURE FARM SERVICE AGENCY TASK DESCRIPTION

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( ) Row crop	() Cotton () Rice () So	oybeans ( ) Wheat ( ) Milo ( ) Corn
( ) Livestock	( ) Beef Cattle ( ) Dairy	( ) Swine Farrow or Finish
( ) Poultry	( ) Broiler ( ) Hen Br Under Contract Y N	eeder or Layer ( ) Turkey Integrator
( ) Other		(list SFH and lot here)
		Woods/Timber

Improvements: (Specify all that apply)	
Dwellling(s) Barn(s) Poultry/Swine Buildings Specifically list any others:	_ Shed(s)
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Purpose of Appraisal:	
( ) New Loan ( ) Foreclosure ( ) Transfer ( ) 3 <sup>rd</sup> Party Little ( ) SAA ( ) Inventory Servicing ( ) Voluntary Conveyance ( ) Partial Release ( ) Other Specify:	) Bankruptcy
***************************************	****************
Other Comments/Instructions: (specific problems, concerns, sense contact: i.e.: temperament of owner/borrower, animals (dogs) presented to the contact: i.e.: temperament of owner/borrower, animals (dogs) presented to the contact: i.e.: temperament of owner/borrower, animals (dogs) presented to the contact: i.e.: temperament of owner/borrower, animals (dogs) presented to the contact: i.e.: temperament of owner/borrower, animals (dogs) presented to the contact: i.e.: temperament of owner/borrower, animals (dogs) presented to the contact: i.e.: temperament of owner/borrower, animals (dogs) presented to the contact: i.e.: temperament of owner/borrower, animals (dogs) presented to the contact: i.e.: temperament of owner/borrower, animals (dogs) presented to the contact: i.e.: temperament of owner/borrower, animals (dogs) presented to the contact: i.e.: temperament of owner/borrower, animals (dogs) presented to the contact: i.e.: temperament of owner/borrower, animals (dogs) presented to the contact: i.e.: temperament of owner/borrower, animals (dogs) presented to the contact	
THE EQUI OWING DOCUMENTS MUST BE ARRAGINED.	**************
THE FOLLOWING DOCUMENTS MUST BE ATTACHED	
( ) Legal Description (Copy-able, legible, and accurate). The appropriate what he gets.	oraiser will appraise
<ul> <li>( ) Address City</li> <li>The appraiser can often times get his location map off the interoffice.</li> <li>( ) Copy of current AD-1026-A. This is needed for the appraiser and Wetlands. CPA-026's should also be available for appraiser.</li> </ul>	to be aware of HEL
( ) Copy of any CRP contracts.	
The following must be attached, if applicable:	***************************************
<ul> <li>( ) FSA-156-EZ</li> <li>( ) Plans, Specs, Plot plans for new development.</li> <li>( ) Repair list for "As Improved" value.</li> <li>( ) Equipment list.</li> <li>( ) A copy of any survey.</li> <li>( ) Copy of any known easements.</li> </ul>	
( ) copy of any known casements.	
THE ABOVE HAS BEEN REVIEWED FOR ACCURACY:	
Requesting Official Da	te